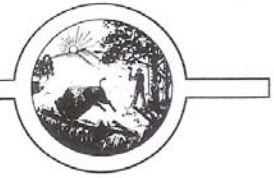


# Indiana Department of Education

Center for School Improvement and Performance  
Office of Career and Technical Education  
Room 229, State House - Indianapolis, IN 46204-2798  
Telephone: 317-232-9126



## MEMORANDUM

TO: Area CTE Directors

FROM: Julie Yeater, Assistant Director  
Office of Career and Technical Education

DATE: December 10, 2007

RE: Mid-year Progress Report

As stated in the Notification of Grant Awards for the basic grant funds allocated under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, each area district must submit a mid-year progress report using the enclosed forms. Mid-year progress reports should reflect activities and expenditures from July 1, 2007, through December 31, 2007. Please follow the instructions carefully and be sure to include all required fiscal and program information. In addition, be sure to have the documents signed by the appropriate persons as indicated on the forms.

**Please review this document carefully before preparing your responses. Do not use report forms from previous years.** The document also is posted on the Indiana Department of Education web site: [www.doe.state.in.us/octe/admin\\_finance](http://www.doe.state.in.us/octe/admin_finance).

To meet DOE's reporting requirements to DWD, please note the required timeframe: Completed reports must be **received no later than January 31, 2008**, and should be communicated by one of the following methods:

- \$ Attached to an email to [tlovelad@doe.state.in.us](mailto:tlovelad@doe.state.in.us), if you can provide the required signatures electronically
- \$ Faxed to Tina Lovelady: 317.232.9121
- \$ Mailed to Tina Lovelady, Indiana Department of Education, Office of Career & Technical Education, Room 229, State House, Indianapolis, IN 46204-2798

Questions regarding submission of local plan mid-year reports should be directed to Tina Lovelady by email, [tlovelad@doe.state.in.us](mailto:tlovelad@doe.state.in.us) or phone, 317-232-9189, or Julie Yeater by email, [jyeater@doe.state.in.us](mailto:jyeater@doe.state.in.us) or phone, 317.232.9168.

**INDIANA DEPARTMENT OF EDUCATION  
OFFICE OF CAREER AND TECHNICAL EDUCATION  
Local Plan Mid-year Progress Report**

Area District Name and #:\_\_\_\_\_

Report Period:\_\_\_\_\_

Date of Report:\_\_\_\_\_ Contact Person:\_\_\_\_\_

Listed below are questions regarding required activities for recipients of funds under the Carl D. Perkins Career and Technical Education Improvement Act of 2006. Please respond to each question by checking the appropriate response and providing other information as requested. **Documentation for your responses should not be appended. However, materials and other supporting information which indicate your progress in addressing required activities must be kept on file at the area district level. It is anticipated that this information will be requested for review during on-site visits and for inclusion in future reports.**

1. List any 2007-08 programs/services/activities not begun by December 31, 2007, and a brief rationale for the delay.
  
  
  
  
  
  
  
  
  
  
2. Indicate how interested parties, including parents, students, teachers, representatives of business, labor organizations and special populations are involved in the development, implementation, and evaluation of local programs.
  
  
  
  
  
  
  
  
  
  
3. How are funds being expended to promote non-traditional training and employment?
  
  
  
  
  
  
  
  
  
  
4. Please identify the highest priority area for which DOE and/or DWD could provide technical assistance to your Area CTE District, which may include one of the career and technical student organizations.

5. Do you have a special populations/special needs coordinator position(s)?  
Yes\_\_\_\_\_ No\_\_\_\_\_

Name(s)

Phone Number(s)

What are the primary responsibilities of this/these position(s)?

6. What activities have you undertaken to increase the number of dual credit opportunities for your students?

7. What strategies have been implemented to increase quality internship and cooperative education experiences?

8. a. Have you offered professional development focused on language arts and mathematics, and have subsequent lesson plans been developed related to the integration of Indiana language arts standards for reading, writing, speaking and listening, as well as Indiana mathematics standards into career-technical programs?

b. How do you plan to determine the actual number of lesson plans that have been developed or changed, and implemented as a result of this year's professional development?

9. What communications have occurred with post-secondary institutions during the 2007-08 school year regarding the tracking of remediation information for students from your high schools/career center?

If no communication has taken place, how will you learn who is your contact person at post-secondary institutions?

We verify that this local plan progress report and information contained herein are accurate to the best of our knowledge.

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Chief Administrator Signature

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Date

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CTE Administrator Signature

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Date

**Check Appropriate Area:**      9 Mid-Year      9 Final Report

Report Period: \_\_\_\_\_ to \_\_\_\_\_ Date of Report: \_\_\_\_\_

BUDGETED AMOUNTS		ACCOUNTING FOR FY	
CATEGORY		CATEGORY EXPENDED	
1. Administration		1. Administration	
2. Personnel		2. Personal	
3. Fringe Benefits		3. Fringe Benefits	
4. Staff Travel		4. Staff Travel	
5. Contractual Services		5. Contractual Services	
6. Equipment		6. Equipment	
7. Materials/Supplies/Communications		7. Materials/Supplies/Communications	
8. Other		8. Other	
TOTALS:		TOTALS:	<p><b>To be Completed when Submitting Report:</b></p> <p>1. Total funds received _____</p> <p>2. Total funds expended _____</p> <p>3. Total encumbered _____</p> <p>4. Amount of Allocation <u>not</u> Expended or Encumbered _____</p>

(Name, Printed)	(Signature)	(Title)	(Date)
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